


Revised March 2016	DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE ROTA, SPAIN U.S. JOB OPPORTUNITY ANNOUNCEMENT				
	Announcement No.	LR-63-16MJ		Number of Vacancies	1
	Position Title	SECRETARY, GS-0318-08			
	Opening Date	17 MAR 16	Closing Date	24 MAR 16	
	Salary Range (DOLLAR)	\$38,771-\$50,399 Per annum	Work Schedule	FULL TIME PERMANENT	
	Job Location	OFFICE OF THE COMMANDING OFFICER U.S. Naval Station, Rota, Spain			
How To Apply	Please read <b>Instructions For U.S. Citizen Local Announcements</b> located at <a href="http://www.cnic.navy.mil/rota">http://www.cnic.navy.mil/rota</a> . Provide your application and required documentation to the Human Resources Office, Bldg 1, Naval Station Rota or via email to <a href="mailto:rotahro@eu.navy.mil">rotahro@eu.navy.mil</a> . Emails containing application/attachments cannot exceed a maximum of 10MB. It is the applicant's responsibility to verify that documents submitted are received, legible, and accurate. All documents must be received on/or before the close of business on the closing date of the announcement.				
Who May Apply	U.S. Citizens that are permanent Appropriated Fund U.S. employees serviced by Human Resources Office Naval Station Rota, Spain and those domiciled in the Rota, Spain commuting area who are authorized Department of Defense civilian sponsors and command-sponsored dependents of civilian and military personnel or active duty military on terminal leave who meet one or more of the following conditions: (a) Applicants with career/conditional status, (b) Military Spouses and Family Members of civilian employees eligible for Schedule A 213.3106(b)(6), and (c) Veterans Employment Opportunities Act (VEOA) Referral of qualified candidates will be based on respective hiring authorities for which eligible. <b>NOTE:</b> (1) Family members who have less than 6 months remaining in an area are not entitled to family member preference when a position is filled without time limitation. (2) The <b>NATO SOFA and Agreement on Defense Cooperation (ADC) between Spain and the United States</b> are applicable when determining eligibility. If you have resided in Spain more than ninety (90) days, as an ordinarily resident, you must comply with Spanish immigration laws and regulation and are not eligible for appointment for U.S. appropriated fund vacancies, with NAVSTA Rota and Tenant Activities. <b><u>ORDINARILY RESIDENT:</u> Applicants determined to be "ordinarily resident" in Spain cannot be appointed to positions designated for U.S. occupancy.</b> (3) <b>TOURIST:</b> Spanish law defines tourists as "Foreigners who have entered Spain with proper documentation, for the purpose of touring, recreation, non-professional sporting, health-care, attend family matters, pilgrimage, or short term studies, and who may stay in Spanish territory <b>without executing any professional or labor activity</b> whatsoever, for a period of three months or for the duration granted in the Visa. (COMNAVACTSPAININST 1900.1F)				
About the Job	This position is located in the offices of the Commander/Commanding Officer, U.S. Naval Station, Rota, Spain, and Chief Staff officer/Executive Officer. The incumbent is required to perform a variety of clerical and administrative duties, which is auxiliary to the work of the organization. The position may provide assistance to one individual or to several, but in either case the position is the principal clerk of the office, and operates independently of any other such position in the office. Maintains subject matter files and records that relate to the work of the unit. Receives visitors and telephone calls to the office, determines the nature of requests and directs callers to appropriate staff, or personally providing the information desired when routine or procedural matters of the office are involved. Assist the Protocol Officer at social functions, working all aspects of distinguished visitor itineraries. Receives incoming correspondence, screening material prior to distribution for suspense dates, establishing controls, and following up to supervisor. Schedules appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions from CNA/CSO. Requisitions office supplies, equipment, and publications. Performs timekeeping. Performs a variety of administrative support duties, such as making extensive travel arrangements, making complete arrangements for large conferences, composing complex but non-technical correspondence, locating and assembling information for various reports, briefings, conferences, etc.				
OPM Qualification Requirements	<a href="http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/secretary-series-0318/">http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/secretary-series-0318/</a> AND <a href="http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards">http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards</a>  <b><u>SPECIALIZED EXPERIENCE:</u></b> One (1) year of specialized experience equivalent to at least GS-07 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with the particular knowledge, skills, and abilities, to successfully perform the duties of the position				
Pertinent Information	1. Selectee is required to participate in the Department of Defense direct deposit of pay program. 2. Position requires candidates to obtain/maintain Secret Security Clearance as condition of employment. 3. Selectee may be required to successfully complete a probationary period. 4. Selectee is required to serve as official greeter for arriving visitors at airport or temporary quarters. 5. May be required to work weekends or evenings.				
Application Status	For inquiries regarding job application status, please call HRO, 956 821 643 or DSN 727-1643, <b>Monday through Friday, 0800-1600</b> , at least <b>7 business days</b> after the closing date of the announcement. Applicants who provided an email address listed will be notified of status electronically.				
	<b>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b>				
	<b>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b> Applications will receive consideration without regard to political, labor organization affiliation/ non –affiliation, marital status, race, color, sex, sexual orientation, national origin, religion, age and/ or physical handicap.				

DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE

**INSTRUCTIONS FOR U.S. CITIZEN LOCAL ANNOUNCEMENTS IN ROTA, SPAIN**

**HIRING AUTHORITIES:**

**SCHEDULE A, EXCEPTED APPOINTMENT:** Dependents of members of the U.S. Armed Forces or dependents of a U.S. Civilian employee of a U.S. Government Agency. The family member appointment is tied to the sponsor's tour and may not extend longer than two (2) months following the transfer from the area of the separation of the appointee's sponsor.

**REINSTATEMENT:** Applicants with personal competitive status may be reinstated to a career/career-conditional appointment.

**VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA):** Veterans must be a preference eligible or veteran separated after 3 or more years of continuous active service performed under honorable conditions.

**HOW TO APPLY**

- Applicants are strongly encouraged to develop their resume in the USAJOBS system (<https://usajobs.gov>) which allows you to print your completed resume and optimize your consideration for vacancies.
- Applications will only be accepted if there is an open vacancy. Vacancy announcements are posted on the Human Resources Office bulletin board and HRO website at: <http://www.cnic.navy.mil/rota>.
- Applications/resumes and other attached forms will not be returned.

**CHECKLIST**

**NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION MAY CAUSE YOU TO BE DETERMINED INELIGIBLE.**

- It is the applicant's responsibility to ensure your resume/ application contains the following information:
1. (1) Announcement Number; (2) Title & Grade(s); (3) Full name; (4) Mailing address; (5) Day and Evening phone number; (6) Country of Citizenship; (7) Veteran's preference; (8) Reinstatement Eligibility; (9) Highest Permanent Federal Civilian grade held; (10) Education (highest level); (11) High School name/ mailing address of High School/ Date of Diploma or GED; (12) Accredited colleges and universities attended with total credits earned, major and/ or minor.  
  
Your resume must include the following for each paid and non-paid work experience related to the job you are applying for: (1) Job Title (include series and grade if Federal job); (2) Started and ending dates (MM/YY); (3) Hours per week and whether it was full time or part time employment; (4) Salary; (5) Employer's name and address; (6) Supervisor's name and phone number (indicate if we can contact supervisor); (7) Detailed description of duties with percentages of time spent, and accomplishments. (DO NOT ATTACH A JOB DESCRIPTION).
  2. Applicant Questionnaire "Revised Nov 2014 – CNRE HRO ROTA" (**Mandatory, submit 2 of 2 pages**).
  3. Sponsors PCS orders – Navy orders **MUST** include a copy of member's Page 13 or Page 2 showing command sponsorship of applicant. Marine, Air Force, Army and Civilian orders must also list the applicant as an authorized dependent (**Mandatory**)
  4. College Transcripts (**if qualifying on basis of education**) from an Accredited U.S. college/ School
  5. Copy of most recent Notification of Personnel Action (**SF-50**) (**if claiming federal status**)
  6. DD-214 Record of Discharge, Member-4 copy or current Statement of Service dated w/in 120 days from separation (**if claiming Veteran's Preference**)
  7. Copy of all pages of U.S. Passport (**May be required at time of selection**)

**GENERAL INFORMATION**

- Filing this position is subject to the requirements of the DOD Priority Placement Program.
- The time-in-grade restrictions, qualifications and any other regulatory requirements for placement must be met by the announcement closing date.
- Applicants are advised that submission of applications using government paid postage envelopes is not considered official business and is a violation of OPM and postal regulations.
- It is the responsibility of the **applicant** to provide all information necessary to make a qualification determination by listing applicable work experience, awards, training, education, etc.
- Additional information or documentation will **NOT** be accepted after the announcement closing date.

**APPLICANT CERTIFICATION**

Applicants must be prepared to certify that all of the information on and attached to their application is true, correct, and complete. False or fraudulent information presented in the application may be grounds for not hiring or immediate termination, and may be punishable by fine or imprisonment.

**THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Applications will receive consideration without regard to political, labor organization affiliation/ non –affiliation, marital status, race, color, sex, sexual orientation, national origin, religion, age and/ or physical handicap.